

## **DIVISION**

# **Performance Measurement & Assistance Program (PMAP)**

**On-site Visit For:  
(Office Name)**

**(Date of Visit)**



## Out-brief:

### 5 Perspectives:

- Client (How do our clients see us?)
- Employee (How do our employees see us?)
- Learning & Growth (How can we continue to improve and create value?)
- Internal Business Practices (What must we excel at?)
- Financial (Under Development)





## Client Perspective:

### Observations:

- Client Comments:
- Areas of Excellence:
  - Example
  - Example
- Opportunities for improvement
  - Example
  - Example
- PMAP Team Recommendations:
  - Recommendation #1



## Employee Perspective:

### Observations:

- Employee Comments:
- Areas of Excellence:
  - Example
  - Example
- Opportunities for Improvement
  - Example
  - Example
- PMAP Team Recommendations
  - Recommendation #1





## Learning & Growth Perspective:

### Observations:

- Areas of Excellence:
  - Example
  - Example
  - Example
- Opportunities for Improvement:
  - Example
  - Example
  - Example
- PMAP Team Recommendations:
  - Recommendation #1



# Internal Business Perspective

### Observations:

- Areas of Excellence:
  - Example
  - Example
  - Example
- Opportunities for Improvement:
  - Example
  - Example
  - Example
- PMAP Team Recommendations:
  - Recommendation #1





## Validation of the Annual Survey:

### Survey Results:

- Result #1: \_\_\_. We did/did not validate.  
Explanation:
- Result #2: \_\_\_. We did/did not validate.  
Explanation:
- Result #3: \_\_\_. We did/did not validate.  
Explanation:



# Smart Business Practices:

- What we're taking away:
  - Example #1
- What we're leaving behind:
  - Example #1





## Training:

- Training we conducted:
  - Example #1
- Training needs we identified:
  - Example #1



## PMAP Team Action Items:

What we're taking back to \_\_\_DIV for further action:

- Example #1
- Example #2





# Final On-Site Visit Report

- Draft left with the PWO/DROICC.
- Final report issued within 30 days.  
Any substantive changes from the draft will be communicated to you before the final report is signed out.
- Response to report is due 90 days after final report is issued.



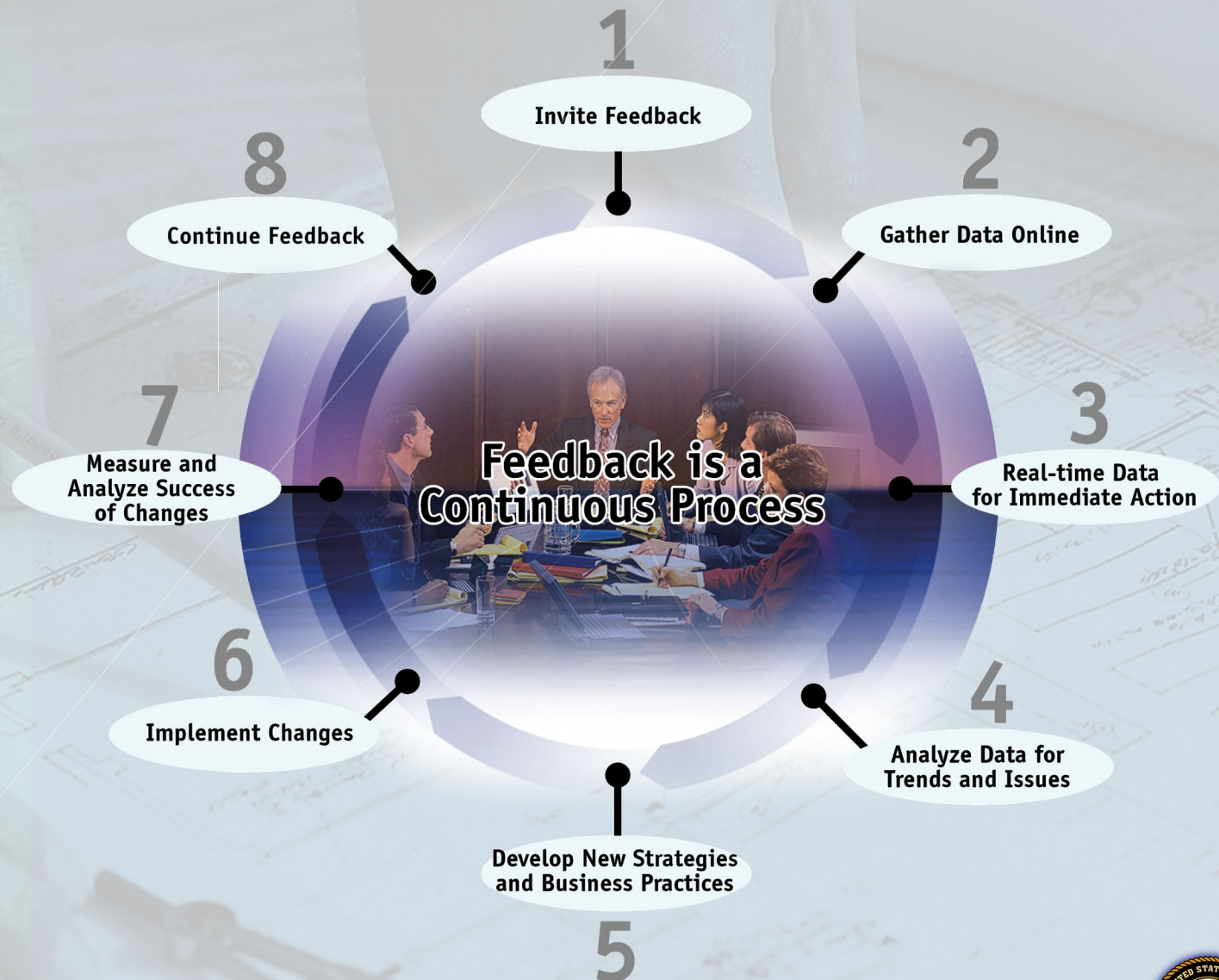
# Post On-Site Survey

- Issue electronically by the NAVFAC PMAP Team in Pt. Hueneme to the head of the office.
- Please provide an honest assessment of our visit: what you liked, what you didn't like, and any suggestions.





# Performance Measurement & Assistance Program (PMAP)



Naval Facilities Engineering Command



# Conclusions

Thank you for your cooperation and assistance!

If any member of the PMAP Team can be of any additional assistance to you, please let us know.

